



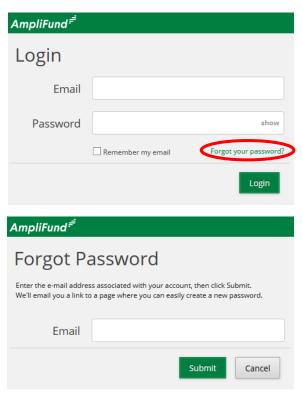
# **Forgot Password**

Browser: Log into AmpliFund, <a href="https://ne.amplifund.com">https://ne.amplifund.com</a> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

### Step 1 - Reset Your Password

#### I don't remember my password. How can I log-in?

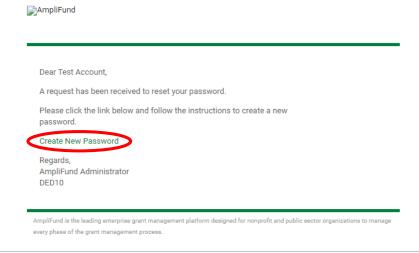
- Navigate to the login page, https://ne.amplifund.com/account/Login.aspx.
- Click "Forgot your password?"



#### Why is the 'Forget password' not sending me an email?

Check your "Junk," "SPAM," or "Promotions" folder. The email looks like the following:

From Email Address, AmpliFund Administrator: no-reply@gotomygrants.com





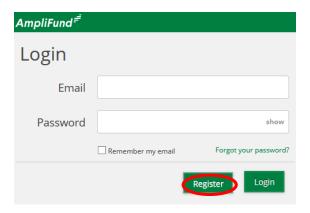


# Step 2 - Clear Cache and Verify Browser is Up To Date

- Clear the cache of the internet browser you are using.
- Verify that the internet browser you are using is up to date.
  - Do not use Internet Explorer as an internet browser. It is not supported.
- Try Step 1 again.

# Step 3 - Verify You Have Registered your Email Address

- Navigate to the AmpliFund homepage, <a href="https://ne.amplifund.com/account/login.aspx?returnUrl=%2Fpublic">https://ne.amplifund.com/account/login.aspx?returnUrl=%2Fpublic</a>
- · Click "Register"



- In the User Information section, enter the email address you are trying to reset, and left click outside of the Email Address field.
  - If "An account already exists for this email address" red text appears, move to Step 4.



 If a green checkmark appears, you have not registered your email address. You will need to register individually, or have another user from your Organization add you to their account.



# Step 4 – Add to Safe Sender List (Whitelisting)

- In your email software program, add <a href="mailto:no-reply@gotomygrants.com">no-reply@gotomygrants.com</a> to your Safe Sender list.
- Try Step 1 again.

#### **Step 5 – Contact DED Program Manager**

• Contact your Program Rep that you need help resetting your password.